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MEMORANDUM FOR: Information Systems Board Members

FROM: Edward J. Maloney
                 Director of Information Technology

SUBJECT: OIT Industrial Advisory Board Inaugural Meeting

1. The Office of Information Technology has scheduled the inaugural meeting of the OIT Industrial Advisory Board (IAB) for 6 October 1987. As you know, the IAB is a group of senior executives from the private sector with extensive experience in information systems. We will be presenting several briefings on CIA and OIT information systems management and technical directions to the board. Our hope is that the briefings will stimulate wide-ranging discussion of issues of great interest and importance to ISB members.

2. I would like to invite you, as a member of the ISB, to the IAB's activities on that day. I have attached a copy of the IAB Charter and tentative agenda, in addition to biographies of the IAB members. Your attendance at any or all of the sessions is welcome. Please provide your tentative plans for participation to

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3. Please note that your secretary has been previously contacted about the luncheon for the IAB. This luncheon is scheduled for 1200, on 6 October in the Executive Dining Room. I hope your schedule will permit you to attend.

4. I look forward to stimulating and productive discussions and I thank you for your participation.

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Edward J. Maloney

Attachments as stated

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OFFICE OF INFORMATION TECHNOLOGY

INDUSTRIAL ADVISORY BOARD

Tentative Agenda for the Inaugural Meeting

Date: 6 October 1987

Place: Rm 2D00, CIA HQ, McLean, Va.

Time: 9:00 AM - 3:30 PM

Sponsor: Edward J. Maloney
         Director of Information Technology
                                                                STAT

Theme: CIA Information Technology
       Status and Future Directions

Time	Session
9:00 - 9:15	Welcome
	Mr. Maloney
9:15 - 9:45	The CIA Mission, Functions and Organization
	[ ] Office of Public Affairs
10:00 - 12:00	Organizational and Management Issues in CIA Information Technology
	Mr. Maloney
12:00 - 1:15	Lunch: CIA Executive Dining Room with members of CIA Information Systems Board
1:15 - 1:45	Tour of CIA Crisis Communications Center

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Tentative Agenda (cont'd)

1:45 - 3:15   Future Directions in CIA Information Technology

Mr. Maloney

|_____| OIT Systems Architect   STAT
|OIT Computer Scientist

3:15 - 3:30   Summary

3:30   Adjourn

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Office of Information Technology Industrial Advisory Board

Charter

(A) The Office of Information Technology (OIT) of the Central Intelligence Agency (CIA) (the "sponsor") hereby establishes the Industrial Advisory Board ("board"). The objective and scope of activities of the board are to hold meetings and discussions and provide recommendations and advice on matters affecting information technology in the Central Intelligence Agency. Information technology includes data processing, telecommunications, and information management. Board members will be asked to bring to bear their expertise and private sector experience on information technology issues, including:

(1) the evolving organization and management of information technology in CIA

(2) the proposed technical direction of information technology systems and services managed by OIT.

(3) opportunities for productive use of information technology in CIA

(4) remedies to problems encountered in the use of information technology in large public organizations such as CIA.

(B) The board will submit its recommendations and comments to the Director of Information Technology. The views of the board and of board members will be treated as advisory in nature to the Office of Information Technology.

(C) Information presented to the board may be classified at a level up to SECRET. Information will be protected by board members at the appropriate classification level and not be shared with any individuals without sponsor approval.

(D) The board shall meet annually, unless more frequent meetings are mutually agreed to by OIT and board members.

(E) The board will function for a minimum of two (2) years from its establishment.

(F) The board shall be composed of up to ten (10) senior individuals from private sector organizations. These individuals will be selected by the Director of Information Technology for their expertise and extensive experience with information technology matters. They will be selected from a cross-section of information technology organizations (producers and users). Board members serve at the invitation of the Office of Information Technology. Board members will not be compensated for their services, nor will the sponsor bear expenses other than minor

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charges incidental to the board's business, such as meals and telephone calls at the sponsor's facility.
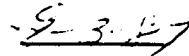
(G) Board members may be requested to sign appropriate secrecy agreements to ensure the protection of sponsor information. Board members will either have existing clearances or provide the required information and authorizations such that interim clearances may be granted.

APPROVED:

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Edward J. Maloney

Director of Information Technology

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Date

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